Special Funds Application Refresher

March 6, 2013 HO 249 2-3pm

*Location: UNCW My Seaport>Administrative Services>Special Funds Budget Request

-Must have Banner Access

-Must have the Special Funds Role

See Financial Systems to gain access

*User Manual: UNCW Budget Office Webpage>Budget Resources>Special Funds Budget Development>Special Funds Budget Request User's Manual

*Housekeeping:

-Loading the data. …don't keep hitting the tab, just let it load

-Enter whole dollars, no pennies

-Save, save, save

Special Funds Budget Request

*Requirements/Receipts/Summary End of Year Cash Balance/Special Funds Download to Excel/Multi Year Comparative Data

- Greyed out fields come from another part of the Application (ex: SPA salaries, benefits, etc)

-Narrative Flag

-Download to Excel

-Requirements: Account codes are set, but in Receipts you can add additional account codes

-Special Funds Budget Request –Summary End of Year Cash Balance: Balanced Budget Required

-Special funds download to excel: do your own print formatting in Excel

-Multi Year comparative data: driven by the date you sign in, not by the Budget Year you choose

Narrative Justification

*Narrative Justification Form/Budget Office Comments Form

-Required Narrative Justification Form to document any amounts that are 5% of greater than previous year's original budget

-You can attach a file with additional information (any kind of file type)

-No spell check, only a text box (up to 4,000 character limit)

-Suggestion: Do editing in word, spell check and copy and paste in the box or attach a file

-Budget office comments Form: See what we wrote and a place for documentation history

Personnel Schedule

*SPA/EPA/Temporary/LEO

-Existing positions in Original FTE and Budget from Banner

-HR 3.30 flag for any position budget and/or FTE changes and ALL new positions (You can add as a completed document through the narrative feature)

-Calculates benefits (driven off Admin tab)

-Flows to the requirements form

-Can add a new position (choices available for EPA and Temporary)

-Salary Reserve (% is set at 5%, but can be overridden)

-Pool Positions Request forms are required for new pool positions (See our budget website)

Transfer Schedule

*Transfer Schedule Form

-Data doesn't come from Banner. Comes from the schedule from the year before.

-Can add transfer in and transfer out…only begins with a '98'. Using 988460 must have a banner fund code. If other than 988460, can use 'N/A'.

-Can add transfer in account codes. Must start with 108'. Using 108460 must have banner fund code. Other than 108460, fund can be 'N/A'

-Data flows to applicable Requirements and Receipts forms

Admin

-Really for our office, but you can see the Budget year rates for how the benefits are set up.

-Approval report: view the approval stages of the budgets

Dept: 19-DEC-12 HENDRIX
DIV:
Budget Office
Approve Reset

-Budget Submission: Dept/Div/Budget Office

-Overall due to the Budget Office: May 1, 2013…Know your Division's internal deadlines, if applicable